

1. 2:00 P.M. Public Works & Streets Agenda

Documents:

[2022-09-13 Public Works And Streets Agenda.pdf](#)

2. Meeting Materials

Documents:

[2022-08-09 Meeting Summary Public Works.pdf](#)

[2022 August Public Works Department Report.pdf](#)

[Quote For 52kw Portable Diesel City Of Yachats 2022.Pdf](#)

[WWTP Air Valve Quote.pdf](#)

[Westech Engineering Proposal.pdf](#)



CITY OF YACHATS
PUBLIC WORKS & STREETS COMMISSION MEETING
Tuesday, September 13, 2022, at 2:00pm
Meeting Conducted Using Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/86437265216>

Meeting ID: 864 3726 5216

One tap mobile

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Dial by your location

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+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

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Meeting ID: 864 3726 5216

Find your local number: <https://us02web.zoom.us/j/kc7x7VUh2x>

AGENDA

- I. CALL MEETING TO ORDER**
 - a. Attendance of Commissioners
 - b. Summary Minutes of August 8, 2022
- II. CORRESPONDENCE / COMMUNICATIONS**
- III. REPORTS**
 - a. Public Works Report (Buckwald & McClung)
 - i. Generator Quote
 - ii. Pump Station Engineering Quote
 - iii. Actuator Quote
 - iv. Storm Water Study Status
 - v. Earthquake Valve & Backwash Project Status
 - vi. East 2nd Street Improvement – Engineering Status
 - 1. New Grant Submitted
 - b. Finance Report (Groth)

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review on the City website at www.yachatsoregon.org. In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1- 800-735-2900 (TDD) two days in advance.

Posted 9/6/22

- c. Emergency Preparedness Report
 - 1. Fire Dept. (Cox)

IV. CURRENT BUSINESS

- a. Hwy 101 Delineators/Walk Phase 2 & 3
- b. CIP Projects Next 10 & 20 Years (Groth)

V. NEW BUSINESS

- a. Other Pedestrian Safety Issue Concerns (Groth)

VI. OLD BUSINESS

- a. Street Inventory Status (Erdahl)
- b. Street Lighting Study (West & Urban)
- c. Public Works Standards (West)

Next Meeting: Tuesday, October 11, 2022 at 2:00pm

*******NOTICE OF POSSIBLE CITY COUNCIL QUORUM**

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review on the City website at www.yachatsoregon.org . In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1- 800-735-2900 (TDD) two days in advance.
Posted 9/6/22

City of Yachats

Public Works and Streets Commission

Summary Minutes Draft

August 9, 2022

I. (0:24) West called the meeting to order at 2:00 pm.

Present: Ron Urban, Kevin Erdahl, Alex Cox, Linn West, Bob Bennett, Don Growth and Don Phipps

Staff: David Buckwald

Absent: Rick McClung

II. (0:58) Correspondence / Communications - Don Phipps was accepted by Council and is a member of the Public Works Streets Commission.

(1:12) Public Works (Buckwald) Report in packet (Buckwald) extremely busy in July, not able to get to the stripping, getting paint is a challenge; hydrant maintenance was done and some replacements; hydrants are now \$3k a piece; main focus was main pump station, another junction box failed, located at ground level, and it was the wiring again; all the boxes are at ground level; had another pump failure and dealing with DEQ; the pump is on loan but still need to get one possibly two; Groth asked about the water production, Buckwald was having an issue getting the numbers; water level looks good and not going into water restrictions; the brush cutter was on the road today and it works very well, instead of waiting for ODOT to go ahead and cut the brush we took the lead and cut by the bridge and the entry way getting onto Hwy 101.

Linn stated the delineators, contract is signed by ODOT and are determining which ones they are going to choose, they will propose to us, and we can put out to bid; Storm Water Study, by Westtech has not started that yet but would be beginning that shortly.

(24:42) Finance Report this is June's report, Growth stated that the State Hwy sharing is a lot better than expected, \$16k more and \$17k for the current month; did good on the maintenance of the streets; mowing is now separated between the streets and got that cleaned up, street lighting was more than expected; \$60k carry over in operating expenses; street projects didn't come to fruition, healthy carry over; we ended up a little under in personnel; discussion continued for each department; the jump in cost of the equipment repair was the vac truck issue, labor was the Gender project but is not complete; the billing numbers look low for the month of June; need the number that was billed, need to look at water and wastewater; Staff Capron needs to get with Janet & Don to learn how to get this information on the revenue; wastewater revenue is also

1 very low; as for the SDC's, need to talk to Katherine & Diane about the invoice process,
 2 invoices had not gone out in January nor July; SDC estimating was under, but there is
 3 one plan that might be 23 lots, if it doesn't happen then we won't collect; Sunset Village
 4 we collected \$32k, and they just sold those two buildings; Fistera is the only one still
 5 paying on the SDC's; SDC's went up to 8% for 2022;

6
 7 (1:14:50) Emergency Preparedness Report – Cox attended the meeting , waiting to
 8 hear from the attorney to see if we can attend the fire board, there seemed to possibly
 9 be some issues; West said that he is in contact with the city manager on behalf of
 10 emergency preparedness committee that the list regarding the MOU is needed, and
 11 would like to do a Conex presentation to council; first aid advanced in disaster course
 12 will occur in Oct in Newport and want to encourage attending, will get more information;
 13 approach CERT for a first aid class if emergency preparedness wants to do that;

14 (1:21:24) Earthquake valve & Backwash project – overbid approach – McClung is out
 15 on vacation; West stated the contract needs to be signed, 15 days left to sign. Will
 16 report to city manager we need to act after this meeting.

17 (1:23:04) East 2nd St improvement – Engineering status – West stated it's being
 18 redesigned with a new estimate, haven't received from McClung yet; need to get out to
 19 bid to do it early, to do the work in July of next year; just needs to get the city manager
 20 sign off, don't need to wait on council, they are aware.

21 (1:25:08) West stated McClung had resubmitted the grant for the E 2nd ODOT has
 22 responded and asked for a couple things but will be accepting it.

23 (1:25:56) Hwy 101, Cox stated he spoke with ODOT, Hwy 101 S, regarding phase II of
 24 the delineators, discussed the map and sketches, the blue lines are the retaining wall,
 25 may not want to cut the northeast wall, the topicals is the cross section of the roadway
 26 ODOT drew up; the city can apply for a Oregon community pass program grant for the
 27 project , the grant would pay up to 90% of the project itself, cost between \$4-\$6 million;
 28 what does the commission think; discussion regarding the retaining wall, warrant being
 29 done on both sides, stabilize some of the homes on the hill, then address the drainage
 30 area across the street; agree with widening the area, phase I is paid for by ODOT, city
 31 pays for the maintenance; all the same project but different locations; make it a project
 32 the city will support; so this ends where Yachats river road and green line is the
 33 beginning of the project, terminates just before the bridge to the south; also goes up to
 34 Lori Lane; Urban is concerned thing are not getting address and projects are not being
 35 done, and cautious to present more to city manager and council at this time; grant
 36 money is available now and wouldn't be taking away from other projects; lets get the
 37 plan together first; this is a public safety issue; nothing protecting the citizen except the
 38 white line, people speeding and this shouldn't be taken lightly; three steps, present to
 39 council to move forward, put the project design together and then present to ODOT.
 40 Maybe present to Berdie and View the Future to get some input from them; maybe offer

1 the project to trails and Parks & Commons; we have to put in for the grant and Jenna
2 will assist;

3 **Motion** to move forward on the study to extend the delineators on Hwy 101 and pass on
4 to the City Manager:

5 Aye: Erhdal, Urban, Bennett, Cox Growth, Phipps and West

6 Nay: None

7 Absent: None

8 (2:00:18) CIP projects next 10 & 20 years – some priorities with wastewater and water,
9 Buckwald is off the call it's 4p; need input from Buckwald & McClung. The immersible
10 pumps, the roll up doors and 2nd St I & I, add more from the master plan, look back into
11 this in Sept.; West will get with them and see what their priorities are, Buckwald has a
12 tentative list and see what's in the budget, page 60 of 66 of the budget; need to add
13 back in the generator.

14
15 No further business to discuss, meeting adjourned by West at 4:12 pm.

16
17 Prepared by Kimmie Jackson Deputy Recorder on 8/25/2022.

Date: September 2, 2022

To: Heide Lambert, City Manager

From: Public Works Department

Re: August 2022 Public Works Report

Rainfall at Yachats Public Works:

	<u>Inches</u>			
	2022	2021	2020	2019
August	0.09	0.23	0.63	0.21
Rain year to date:	35.79	29.97	34.50	34.87

Total wastewater treated: **4,178,000 gallons**

The following is a list of what was done by Public Works staff in August 2022.

Streets:

- Side-arm Mowing.

Storm Drainage:

- Gender storm drain culvert installation.
- Side-arm Mowing.
- Ditch clearing on Reeves Circle.
- Storm drain maintenance.

Water Treatment Plant:

- Water systems operations.
- Plant Maintc.
- Cleaned Reedy Creek screen.
- WTP PLC failure. Repaired

Distribution Sys:

- Meter reading.
- Meter maintc.
- Leak inspections.

Wastewater Treatment Plant:

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Biosolids operations.
- Truck load of biosolids sent to Heard Farm.

Collection Sys:

- Lift station inspections.
- Degreased Lift Stations.
- Pump #2 at Main lift station return to service.
- Main lift station PLC failure. Replaced.
- Riverside lift station junction box failure.
- CCTV'd 460 feet of sewer main on highway 101 N.

Public Works:

- Shop maintc. and clean up.
- Fleet maintc. & repair.
- Equipment maintc. and repair.
- Multiple locates.
- Brush box handling.
- PW administration.
- Piles picked up for Trails crew.
- Fire extinguisher inspections.

Parks, Commons and City Hall:

- Misc. work orders.



LEGACY
an ONTIVITY company

Quotation

Date: 6-1-22

No.	Description	Quantity
SDG65S-8E1	SDG65S-8E1, 65kVA/52kW, Isuzu Powered Diesel Generator 52kW Prime/55.4kW Standby	1
10260	TRLR65 DA, Dual Axle Trailer for SDG65 Series, Electric Brakes	1
10508	Ring Hitch, 3"	1
10432	Block Heater, Immersion Type, 400 watts, SDG65	1
	Lead Time 20 Weeks ARO	

Total Price including Shipping: \$60,231.20

24 Week Lead time
Quote valid for 30 days

Regards,
Ben Barnes
Service Manager/OR
Benjamin.Barnes@legacypower.com
Cell 541-914-8706 Office 253-858-0214

Accepted by: _____

**Authorized Service Center**

Valid: 01/01/2020

Expires: 01/01/2023

Specialty Controls Inc.

PO Box 709

Raymond, WA 98577

Tel: 360-942-0040

Fax: 425-650-6953

bobh@specialtycontrolsinc.com

Quotation

Valid for 30 Days

Date: August 25, 2022**To:** City of Yachats
441 N Highway 101
Yachats, OR 97498**Quote No:** 22-0925**Project:** Auma Replacement Actuator for
SG05.1 Actuator
(Mounted to Existing 6" Bray Series 30/31
Butterfly Valve)**Tel No:** (541)547-3385**Attn:** David Buckwald**E-Mail:** Dave@YachatsMail.org

It is with pleasure that we submit the following quotation for your review and consideration:

Line	Quantity	Description	Unit Price
1.	1 EA	Auma SQ07.1-17/AM01.1 Quarter-Turn Electric Actuator ~ 120 VAC Motor ~ 2 Gear Train Limit Switch (8 contacts) ~ Valve Attachment: FA07, (BHC 2.76" w/ (4) 5/16-18 x 0.59 Deep) ~ Valve coupling: Machined double 'D' (0.75" x 0.51") ~ 6.3" Handwheel with Declutch Pushbutton ~ Mechanical Position Indicator with 0 - 100% Scale Open/Close ~ 17 seconds for 90° ~ Torque Setting Range 75 - 225 ft lb ~ Enclosure Heater ~ Motor Controls - Interface Board: Open/Close Commands - Reversing Contactor - Control Transformer 115 VAC ~ Local Controls - 3 Pushbuttons: Open / Stop / Close - 3 Lights: Open / Fault / Close - Selector Switch: Local / Off / Remote ~ Input Signal: Open / Stop / Close ~ Output Signals: Open-Close / Local-Remote ~ Conduit Connection: Plug/Socket (2) ¾" & (1) 1 ¼" NPT ~ Double Sealed	4,370

FOB Point: Auma, Canonsburg, PA**Freight:** Prepay & Add to Invoice**Payment Terms:** Net 20 Days of Invoice Date**Shipment:** 10 - 12 Weeks ARO**PURCHASE ORDER:**

In the event of an order, please address your Purchase Order to:

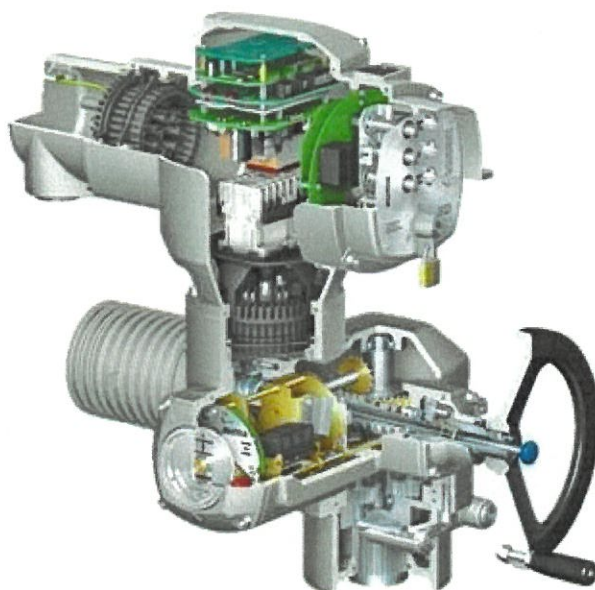
Specialty Controls Inc
PO Box 709
Raymond, WA 98577

A written order is required, either a formal purchase order or an email authorizing the purchase, as we do not and cannot accept verbal orders.

Thank you for giving us the opportunity to be of service. We appreciate your business and the confidence you have placed in us. We look forward to discussing your application further and to answer any of your questions.

Respectfully,

Bob Halgren



TERMS & CONDITIONS

22-0823

1. CONDITIONS OF SALE

Specialty Controls Inc is not a manufacturer of any goods purchased from it by a Buyer. In many instances we do not even handle the goods as they are shipped by the manufacturer directly to the Buyer's specified location.

In those instances where the goods are received by Specialty Controls Inc and delivered to the Buyer, the goods remain in the original container for delivery to the Buyer. In some instances the goods are removed from the container and subjected to modifications by Specialty Controls Inc to satisfy the Buyer's requirements.

Because of this position in the sale of goods of a manufacturer, Specialty Controls Inc is unable and unwilling to assume the legal burdens placed upon it by language in a Buyer's purchase order or other order form. Specialty Controls Inc specifically objects to and rejects any additional terms and rejects any terms and conditions in conflict with these terms and conditions, and such additional or conflicting terms shall not become a part of the contract.

2. ACCEPTANCE OF ORDERS

Orders are subject to acceptance only at Sellers office, Raymond, WA 98577. Specialty Controls Inc reserves the Right to Accept or Reject Orders: Specialty Controls Inc shall accept an Order, if at all, by confirming the Order by written confirmation, invoice or otherwise, including by the act of purchasing products for resale to Buyer or by delivering goods, whichever occurs first.

3. CORRECTIONS

We reserve the right to correct any errors that may be contained in this proposal, clerical or otherwise.

4. QUOTED PRICE VALIDITY

Prices are firm and proposal is valid provided a purchase order is received within the thirty (30) days, or as noted on the quotation. After the expiration date, an up-dated quote will be provided to the Buyer, prior to acceptance of a Purchase Order.

5. PRICES QUOTED

Are for those items only listed on the quote. Any additional items, documentation or requirements not specifically mentioned are not included and are subject to additional costs and may increase delivery time. Any revisions to the accepted Purchase Order will require an updated Purchase Order. Any and all changes must be done in writing. Verbal changes will not be accepted.

6. CHANGE ORDER

Orders shall not be subject to change(s) in any respect without the consent of Seller and then only at a charge determined by Seller to be sufficient to cover all its costs, expenses and other commitments regarding such change(s).

7. ORDER CANCELLATION

Orders shall not be subject to cancellation, products quoted are sold per customer specification, therefore once an order is placed, the order is non-cancelable and cannot be returned for credit.

8. PAYMENT TERMS:

Unless agreed to otherwise, the price of each product as detailed in this quotation shall be due and payable in full in accordance with the terms of Net 20 Days from date of invoice; provided that, Specialty Controls Inc may require payment in advance of all or any part of the purchase price.

9. SHIPMENT:

Shipment is based upon current stock and manufacturing schedules and is subject to material availability at the time of order placement and is subject to prior sale.

Due to a global supply chain disruptions all lead times are estimated and subject to change. Specialty Controls Inc shall not be liable for any delay in the performance of orders or contracts, the delivery or shipment of products, or for any damages, including but not limited to special or consequential damages, suffered by the Buyer for any reason.

10. DELIVERY, SHIPMENT, RISK OF LOSS & TITLE

Unless otherwise agreed in writing by Specialty Controls Inc, all shipments of goods shall be FOB manufacturer's factory or the shipping point.

All shipments will be made freight collect in accordance with carrier instructions supplied by Buyer. In the absence of such instructions, Seller will select what is, in its opinion, the most satisfactory routing.

In the event that shipments are to be Pre-Pay and Add to the invoice, the freight charge shall be added to the invoice as a separate line item.

Title to and risk of loss for products pass to the Buyer upon delivery to carrier. Unless otherwise agreed to in writing.

11. TAXES:

All sales taxes applicable to this order and required to be collected by the Seller shall be added to the invoice and paid by the Buyer unless an appropriate tax exemption Certificate is received. All other taxes, including but not limited to use and excise taxes, shall be the responsibility of and paid by the Buyer.

12. ACCEPTANCE BY BUYER

The goods shall be deemed accepted by the Buyer as of the date of receipt of the goods by Buyer unless within ten (10) days after such date Buyer gives Specialty Controls Inc written notice that the goods are not accepted and specifies in detail the reasons therefore. Specialty Controls Inc may then, at its sole discretion, proceed to make any corrections, in which case such corrective action by Specialty Controls Inc shall be Buyer's sole remedy for non-acceptance of such goods. Upon completion and acceptance of such corrections, the goods will be deemed accepted by Buyer.

13. OVERDUE ACCOUNTS:

A service charge of 1-1/2% per month will be made on overdue accounts, and all open orders, along with future orders shall be subject to Cash In Advance prior to shipment or at time of order.

14. WARRANTY:

The purchaser's sole and exclusive warranty is that provided by the manufacturer. Seller makes no express or implied warranties. Seller hereby disclaims all warranties, whether express or implied by operation of law or otherwise, including without limitation all implied warranties of merchantability or fitness for a particular purpose. The Buyer agrees that seller shall not be liable, directly or indirectly for any loss, cost, damage or expense, including without limitation consequential or incidental damages, arising directly or indirectly from operation, condition or use of the product.

15. SUITABILITY

Seller assumes no responsibility for the selection, use and maintenance of any product. Responsibility for the selection, use and maintenance of any product remains with the Buyer.

16. CONTROLLING PROVISIONS:

The provisions, terms and conditions, and warranty set forth herein shall supersede any provisions, terms and/or conditions contained in any oral or written confirmation, purchase order or other writing which the Buyer may give to Seller and the rights of the parties shall be governed exclusively by the provisions, terms and conditions, and warranty herein.



Authorized Service Center

Valid: 01/01/2020

Expires: 01/01/2023

Specialty Controls Inc.

PO Box 709
Raymond, WA 98577

Tel: 360-942-0040

Fax: 425-650-6953

bobh@specialtycontrolsinc.com

Quotation

Valid for 30 Days

Date: August 26, 2022

Quote No: 22-0926

To: City of Yachats
441 N Highway 101
Yachats, OR 97498

Project: Auma Replacement Actuator for
SG05.1 Actuator
(Mounted to Existing 6" Bray Series 30/31
Butterfly Valve)

Tel No: (541)547-3385

Attn: David Buckwald

E-Mail: Dave@YachatsMail.org

It is with pleasure that we submit the following quotation for your review and consideration:

Line	Quantity	Description	Unit Price
1.	1 EA	Installation Technical Assistance & Start-Up Auma SQ07/AM Actuator ~ Oversee Mounting Actuator to Existing 6" Bray BFV ~ Calibration & Settings ~ Cycle Testing: Local & Remote ~ Operation Training	1,800

FOB Point: Origin

Freight: Prepay & Add to Invoice

Payment Terms: Net 20 Days of Invoice Date

Schedule: To Be Determined

PURCHASE ORDER:

In the event of an order, please address your Purchase Order to:

Specialty Controls Inc
PO Box 709
Raymond, WA 98577

A written order is required, either a formal purchase order or an email authorizing the purchase, as we do not and cannot accept verbal orders.

Thank you for giving us the opportunity to be of service. We appreciate your business and the confidence you have placed in us. We look forward to discussing your application further and to answer any of your questions.

Respectfully,

Bob Halgren

August 31, 2022

Dave Buckwald
Wastewater Plant Lead
City of Yachats
PO Box 345
Yachats, OR 97498

RE: Pump Station Disconnect Panels, Integrator of Records, and Main Pump Station Control Panel
Engineering Services Proposal

Dear Dave:

Westech Engineering is pleased to offer to provide the City of Yachats with the engineering services needed to improve the power distribution and control systems at the City's wastewater pump stations. The remainder of this letter proposal is divided into the following sections:

- Background Information/Project Understanding
- Scope of Work
- Fee Schedule

Short discussions on these matters follow.

BACKGROUND INFORMATION/PROJECT UNDERSTANDING

Pump Station Disconnect Panels

None of the City's existing wastewater pump stations are equipped with disconnect plugs for the pump power cables. The pump power cables are hard-wired to the power supply equipment. The problem with this arrangement is that the City must hire an electrician to disconnect the pump power cables anytime a pump needs to be removed for service. Most modern pump stations have disconnect plugs at some location on the pump cables that enable utility workers to legally disconnect the power cables from the power supply system without the need for an electrician. To make the stations more operator friendly, the City's Wastewater System Facilities Plan identified Project P-1, which includes the installation new disconnect panels at the Main, Pontiac, Riverside, and Parkside Pump Stations. In general, the improvements will consist of a disconnect panel mounted near each pump station wet well. Plugs for the pump cables will be located on the bottom of the panel. The pump cables will be located in a secured, screened, raceway between the disconnect panel and the wet well.

The design documents for pump station disconnect panel improvements will include drawings, technical specifications, and bidding documents suitable for a publicly-bid project in accordance with state and local public procurement rules. The design documents will be prepared as a single bid package that will include work at all four stations as a single project rather than separate bid packages. Therefore, it is assumed that the City will perform the installation work under a single construction contract.

Integrator of Record & Main Pump Station Control Panel

The Main Pump Station Control panel has some problems regarding obsolete components, subsystems that don't work well, an air conditioning system that doesn't work, and a lack of as-built drawings. Taken together, these problems make the station more challenging to operate, increase operations costs, and decrease the reliability of the facility. For these reasons, improvements are recommended. In order to prepare this proposal, our electrical

engineering subconsultant inspected the control panel and it was determined that the overall reliability of the control system could be improved by a combination of wiring changes, programming changes, component replacement, and the preparation of accurate as-built wiring diagrams. It can be quite costly to use the services of Engineers to prepare design documents for improvements of this nature that are suitable for public bidding. This is because the work is very detailed in nature and requires a lot of fieldwork. A more cost-effective approach is for the City to retain the services of a control integration firm to diagnose problems, make recommendations, and perform the modification work directly. The challenge with this approach is that the City does not currently have an ongoing services contract with an appropriate control integration firm. Therefore, the City will need to retain a control integration firm in accordance with public procurement rules. Most of our City clients retain the services of an "Integrator of Record" through a competitive selection process that complies with state and local public procurement rules. Once an "Integrator of Record" is retained, they are typically assigned projects on an as-needed basis. In many ways, the relationship between the "Integrator of Record" and the City is similar to the relationship between the "City Engineer" (i.e., Westech Engineering) and the City. Establishing an ongoing services contract with an "Integrator of Record" will not only benefit the City for the Main Pump Station control system improvements, but for other future control and integration needs that the City might have at other facilities. For this reason, we recommend the City retain an "Integrator of Record." Westech Engineering has assisted many of our clients with this process and is happy to assist the City of Yachats as well. Once an "Integrator of Record" is retained, Westech can coordinate with the City and the "Integrator of Record" to make the needed improvements to the Main Pump Station Control Panel.

SCOPE OF WORK

Task 1: Integrator of Record RFP Assistance. This task includes assisting the City with the procurement of a control integration firm to serve as the City's "Integrator of Record." The outcome of this work will be a long-term contract with a control integration firm that the City can use on an as-needed basis for control system improvement projects. These projects can include PLC programming, SCADA integration, and materials and support for the various automatic control systems that are used throughout the City's water and wastewater infrastructure. There are many firms in the area that can provide these services. Most Cities select one of these firms through an RFP process and establish an ongoing services contract. The work proposed herein includes assistance to the City with the procurement of an integration firm to provide ongoing services on an as-needed basis. The final end-product of this process will be an ongoing services contract under which the City can assign work orders to the selected integration firm. Our proposed scope of work under this task includes the following.

- a. Prepare and issue the Request for Proposals (RFP) for the Integrator of Record in accordance with state and local procurement rules.
- b. Assist with the solicitation process, including addressing RFI's and issuing addenda if necessary.
- c. Evaluate proposals, participate in interviews, and evaluate qualifications of proposers.
- d. Upon authorization by the City, prepare the contract for execution by the City and the Integrator of Record.

Task 2: Main Control Panel Improvement Coordination. This task includes coordinating with the Integrator of Record obtained under Task 1 to develop a scope of work and fee proposal to improve the Main Pump Station Control Panel. The City will then need to issue a work order to the "Integrator of Record" to make the needed improvements. At this time, we anticipate the City will need to make the following improvements to the control panel.

- a. Replace the Siemens PLC with an Allen Bradley PLC and perform all control logic programming.

- b. Upgrade outdated and obsolete components that are causing trouble-shooting issues for the City.
- c. Add an air conditioner to protect the equipment from excessive heat.
- d. Prepare new as-built drawings for the panel that are accurate and can be used for future trouble-shooting.

Task 3: Pump Station Disconnect Panel Improvements. This task includes the preparation of design criteria and the draft design plans, technical specifications, and contract documents. The design will include all civil, mechanical, structural, and electrical improvements required for the project. We will provide the draft bidding documents for review by the City. We will also prepare a cost estimate for the project. The draft bidding documents will be revised based on comments from the City and we will then submit them to the Oregon Department of Environmental Quality (DEQ) for review. Our fee estimate is based on the assumption that the City will pay any review fees directly. We will then finalize the bidding documents to address any comments from the DEQ and prepare the documents for bidding. Upon completion of this task, the design effort will be complete and the bidding documents will be ready for formal bid solicitation. Please be aware that this scope of work does not include bidding or construction phase services. We have assumed that assistance during the bidding and construction phase of the project will be performed under a future work order.

FEE SCHEDULE

Westech Engineering proposes to provide the services as outlined above on a time and materials at our regular hourly rates with total fees not to exceed the amounts listed below. If the City decides to proceed with the work scope summarized herein, we assume the City will authorize us to proceed with these services under our existing city engineering contract (we will provide separate invoices for this work to allow the City to accurately track costs).

Proposed Fee Schedule	
Task	Not to Exceed Fee
Task 1: Integrator of Record RFP Assistance	\$18,000
Task 2: Main Control Panel Improvement Coordination	\$3,400
Task 3 Pump Station Disconnect Panel Improvements	\$50,400
Total	\$71,800

Thank you for the opportunity to prepare this engineering services proposal. Westech Engineering enjoys working with the City and we look forward to continuing to provide service to the City. Should you have any questions or need additional information, please do not hesitate to contact us at (503) 585-2474.

Sincerely,

WESTECH ENGINEERING, INC.

Christopher J. Brugato, P.E.

cjb
enc.